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ABSTRACT

Materials for running a student government program at the junior high school level are provided in three general sections. Section 1 is a description of student government operations. Topics covered include student government responsibilities and activities, student council meeting procedures, parliamentary rules, responsibilities of the president, and procedures for student council nominations and elections. Section 2 includes copies of a variety of standardized student council forms such as the forms for recording student council minutes, representative class notes, the treasurer's report, committee reports, and forms for planning, budgeting, and implementing a school-wide dance. The final section describes a school improvement project, "Reward Friday," conducted by the student government. This document was selected by the Association of California School Administrators Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community. (LP)

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STUDENT GOVERNMENT

by
Joyce Morrow

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This document was selected by the Association of California School Administrators (ACSA) Task Force on Public Confidence as descriptive of a promising practice or exemplary project worthy of highlighting for the California educational community.

SP 015 725

January 24, 1984

STUDENT GOVERNMENT - DECISIONS AND RESPONSIBILITIES
MRS. JOYCE MORROW/TEACHER

In an effort to involve our students in the decision making process of our school as well as build school spirit and encourage student responsibility we have combined our student body officers in the same reading class. In this class they are expected to keep up with their regular assignments as well as conduct school business.

Officers are elected for one semester. Council members may not serve in any one branch of government for two consecutive semesters. Besides the officers there are ten 8th grade representatives and ten 7th grade representatives. In addition to these students from six to nine Commissioners of Fine Arts are selected. These are selected by a staff committee from letters of application written to the principal.

Formal class meetings are held twice a month. During these meetings all members take notes, then write the minutes and report to assigned classrooms. Besides making the report they gather ideas and answer questions about activities. At other times they informally work on committees, plan and carry out appointed duties, or work on assigned projects.

In addition to learning the fundamentals of parliamentary procedure, leadership skills are developed through the following activities:

1. The council is responsible for planning and running all school dances.

II. Members of the class are in charge of most assemblies.

III. They sponsor noontime activities such as: Arm wrestling contests, werewolf howling contests, selling Merrygrams, and etc.

IV. They carry out school improvement projects:

A. Energy Conservation

B. Reward Friday (to encourage a clean campus)

V. Each day a member of the class leads the flag salute and makes the morning announcements.

VI. Each year the members of the class take a field trip to Sacramento or San Francisco. They earn the funds themselves to cover expenses. (An example of a contract they drew with their parents is enclosed)

VII. We try and become involved with the political process. Last semester Senator Nielson and his opponent Fifi Zeff spoke to our class. Each student then took a candidate or an issue, gathered information, and then we made a TV tape and had the school take a straw poll. The results were tabulated by our local educational TV station.

VIII. When time permits we put out a one-page newspaper. We also are in charge of the bulletin boards in the halls.

IX. We encourage public speaking by giving editorials or position papers.

The students themselves comment on the fact that it is great to influence their peers towards more positive behavior. They feel that school spirit has also improved. It is also very evident that their experiences have given them confidence and very positive attitudes.

INSTRUCTIONS FOR CONDUCTING
A STUDENT GOVERNMENT MEETING

CONDUCTING A MEETING

1. Call to Order
2. Roll Call
3. Minutes
4. Reports of Officers
5. Reports of Committees
6. Unfinished Business
7. New Business
8. Program
9. Adjournment

1. The Call to Order is accomplished by the presiding officer saying: "The meeting will please come to order."

2. If roll call is necessary the secretary will call the roll.

3. Minutes: The president says: "We will listen to the reading of the minutes of the meeting of _____ _____."

The secretary then reads the minutes.

The president then says, "Are there any objections or corrections to the minutes?"

At this point corrections may be made. If there is a difference of opinion it can be settled by vote.

The president will say: "If there are no objections or corrections the minutes stand approved as read."
or
"The minutes will be approved as corrected."

4. Reports of Officers:
The presiding officer may make known his ideas and plans to the club by reading a written report.
The secretary will read any communications to the organization at this time.
The treasurer makes a report of receipts and disbursements. A motion to accept this report and place on file or enter in the minutes is then in order.

5. Reports of Committees: The presiding officer calls on each standing committee and each special committee to report. Each report is disposed of as it is made.

6. Unfinished Business: The presiding officer should bring up any motions postponed at a previous meeting, presenting these motions for discussion without asking for unfinished business.

7. New Business: Any propositions not previously presented may be made in the form of motions and discussed by members.

8. If there is a program, this takes place now.

9. Adjournment: After a motion to adjourn is made and carried; or if business is completed; the presiding officer may declare the meeting adjourned.

*Conduct meeting according to plan.

*Speak clearly.

*Do not talk too much. The meeting belongs to the members.

*Obey the will of the majority.

*Vote in case of a tie. You may also vote when voting by ballot or roll call.

WORKING WITH COMMITTEES, OFFICERS, AND FACULTY

*Appoint committees as needed. Define what is expected of them.

*See that committees have an opportunity to report.

*Insofar as possible, assign each member to a committee during the year.

*Approve payment of bills.

*Assist other officers as needed in performing their jobs. Assist them in preparing their reports.

*Serve as chairman of the executive committee.

*Work closely with staff and principal.

*Keep everyone informed of meetings and plans.

MEETING PROCEDURE

This is a suggested procedure for conducting a meeting.
Words that are underlined suggest statements the president may make.

The president opens the meeting by rapping on the desk with a gavel.

The meeting of the Sequoia Student Council will come to order.

The secretary will call the roll.
The secretary calls roll and reports number present.

The secretary will read the minutes of the previous meeting.
Secretary reads the minutes.

Are there any corrections or additions to these minutes? pause
If not, they stand apporved as read. (or corrected)

The treasurer will give us a report.
Treasurer gives the balance on hand at the previous meeting, the total expenditures for the time passed, amount received,and balance on hand.

Are there other officers' reports?
Confine these reports to work that has been done or events that have been held. Any announcements are to be made just before the adjournment.

Are there any committee reports?
After a special committee has given a report and their work is completed, the chair may dismiss the committee and thank members for their work.

Are there any communications?
Communications are letters of interest. Secretary reads or reports on communications.

Is there unfinished business to come before this meeting?
If an item appears in the minutes of the previous meeting, the secretary should call it to the attention of the president when he calls for unfinished business. If no unfinished business appears in the minutes of the last meeting, the secretary should state this fact.

Motions are made by:
A member saying "I move that....."
A second member saying "I second the motion."
Then the president says:
It has been moved and seconded that the.....
(repeat the motion)

Is there discussion?
Discussion follows, and when the motion is ready to vote, the chair again states the motion or calls on the secretary to read it.

Those in favor the..... (repeat the motion) signify by raising your right hand (or signify by saying "Aye").
Count and record the vote.

All those opposed, signify by raising your right hand. (Same as above)
After vote is counted and recorded, the president announces the outcome of the vote.

The motion is carried or motion is lost.

Is there any new business?
If possible, finish the new business. If it cannot be completed, continue unfinished items at next meeting.

Are there any announcements?
Announcements should pertain to meetings, projects, and schedules for future dates.

A motion for adjournment of the business meeting is in order.
Act on the motion for adjournment.

The motion carried, the meeting is adjourned.

PRESIDENT

good president.....

... is honest, sincere, friendly, and loyal. You help the council decide what they will do and give everyone a fair chance. A good president gets things done and on time. You work with faculty, students and council members in planning and carrying out Sequoia's plans.

RESPONSIBILITIES:

*Meet with officers and leaders to establish goals for the year, and to divide responsibilities and make assignments.

*Help officers and committee members plan projects and events.

*Cooperate with other school leaders and clubs.

*Coordinate your program with other school activities.

*Plan an agenda for each meeting with secretary, faculty, and other officers.

*Check regularly with officers and committees to see how their assignments are progressing.

*Check with committee chairmen before meetings to be sure they will be eady to report.

*Keep a calendar and keep people informed.

*Be a good example of leadership and citizenship.

*Plan how to involve all members in the activities during the year.

AT THE MEETING:

*Check on meeting arrangements, seating, and materials necessary, before the meeting.

*Preside at the meeting.

*Appoint temporary secretary if elected one is absent.

*Start and end meetings promptly.

*Keep the meeting moving.

*Follow a prepared agenda.

*Encourage members to participate.

*Keep order. Be courteous but firm.

PARLIAMENTARY RULES

There are four principles upon which parliamentary rules are built. They are:

1. Justice and courtesy to all
2. One thing at a time
3. The rule of the majority
4. The rights of the minority

MOTIONS

A motion should always be introduced with the words, "I move that" or "I move to", and should contain only one item of business, clearly stated - for example, "I move that a committee be appointed to buy books and magazines for the library."

Before a motion is considered, it must be seconded to show that more than one person is interested in the proposition. This may be done by obtaining the floor and saying, "I second the motion." If it is not seconded, a motion is dropped.

After a motion is made and seconded, the motion is quoted word for word by the chairman and a discussion is conducted, allowing only one member the floor at a time.

Nearly all motions are "main motions". There are other motions, however, which have to do with business which has been already brought up, with the order and procedure of the meeting, or with the comfort and privilege of the assembly. They may be introduced while there is a motion before the assembly if they are made in the proper place. They are of two kinds:

Subsidiary motions
Privileged main motions

Subsidiary motions relate to other motions under consideration, for the purpose of changing them, disposing of them, or closing debate. They are:

1. Motion to amend
2. Motion to amend the proposed amendment
3. Motion to refer the main motion to a committee
4. Motion to postpone definitely
5. Motion to limit debate
6. Motion for the previous question
7. Motion to lay on the table
8. Motion to allow the withdrawal of amotion
9. Raising a point of order
10. Motion to provide for the manner of voting

Privileged main motions do not refer to the motion under consideration but introduce some question which ought to be settled immediately. They are:

1. Raising a question of privilege
2. Motion on question of privilege
3. Motion to adjourn
4. Motion to fix the time or place to which to adjourn

APPLYING FOR OFFICE

Official Filing Forms

For Positions of the COMMISSION OF ARTS and COMMISSION OF PUBLIC RELATIONS

For Declaration of Candidacy

Nomination of Candidates for Student Body Office

Election Rules

ATTENTION:

Applications for positions on the COMMISSION OF ARTS and COMMISSION OF PUBLIC RELATIONS will be accepted in the office Monday and Tuesday, November 23 and 24.

These positions are open to any student of good standing who has at least a 'C' average in all subjects. The student should be willing to spend noon hours and free time doing the work required. Three students will be chosen by a faculty committee for each commission. The commissioners will attend student council meetings as non-voting members. They will serve for one semester. In order to qualify the student must write a letter of application stating qualifications and reasons for wanting the job. Ideas of projects might also be included. Letters should be addressed to:

Principal
Sequoia Junior High School
Redding, CA 96001

(It would be a good idea to follow the form for business letters in your English text).

Be sure you state in your letter which commission you are applying for.

DESCRIPTION OF ART COMMISSION

The purpose of this commission is to think of and work on special projects that will beautif Sequoia and increase school spirit.

DESCRIPTION OF PUBLIC RELATIONS

The purpose of this commission is to help the faculty and students make the public aware of the good things going on at Sequoia and to recognize those students who have distinguished themselves not only at Sequoia but in other areas.

There is a copy of this announcement in the office on the counter. You may take one if you plan to apply for one of the positions.

Official Filing Form Sequoia Jr. High School

DECLARATION OF CANDIDACY

I hereby declare myself a candidate for nomination to the office of _____ for the _____ semester of 19____.

If nominated, I will accept the nomination and not withdraw. I do certify that I meet all the qualifications for this office and will continue to do so during my term of office.

I, _____ do agree to support the constitution of Sequoia Junior High School and do further agree to conduct myself as a model of good citizenship. If elected, I will discharge the duties upon which I am to enter faithfully and well.

_____
Signature of Candidate

_____
Date

CERTIFICATION OF NOMINATION

I certify that the above-named student, being of good character and meeting all qualifications for the office sought, is duly approved and nominated for that office.

_____
Signature of Assistant Principal

Filed _____, 19___

_____
Asst. Principal

OFFICIAL FILING | PETITION

Nomination of Candidate for Studentbody Office

Issued Rules_____

Rec'd.Declaration _____

We, the undersigned students of Sequoia Jr. High School, hereby nominate _____ for the office of _____.

NAME (OF STUDENTBODY MEMBERS ONLY)	DATE	H.R.	NAME (OF STUDENTBODY MEMBERS ONLY)	DATE	H.R.
.			21.		
.			22.		
.			23.		
.			24.		
.			25.		
.			26.		
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.			40.		
.			46.		
.			47.		
.			48.		
.			49.		
.			50.		

ELECTION RULES

1. PETITIONS: To be declared a candidate for office, the prospective candidate's sponsor must obtain 40 signatures of current members of the student body on the approved form and submit it by the established deadline. DEADLINE:_____ _____

2. QUALIFICATIONS: To be declared a candidate for office, the prospective candidates msut meet all requirements set in the student body constitution and be of good behavior.

3. CANDIDACY: The prospective candidate for office will be declared an official candidate when the principal or assistant principal signs the prospective candidates petition.

4. NOMINATION: To be placed on the ballot, the candidate must be nominated in a student body assembly by the candidates sponsor, nomination and acceptance speeches/activities shall be limited to a number of minutes set by the principal or assistant principal. PRESENTATION LIMITED TO _____ MINUTES.

5. CAMPAIGN: The candidate's campaign shall be conducted in a fair and reasonable manner, in good taste, and in conformity with Election Commission rules. Campaign begins with Nomination Assembly.

   a.) POSTERS: The candidate may post up to five posters in the halls. Posters shall not be larger than 24" X 36". Posters shall be taped to doors or window framse, or hung by display wire provided by the school. Attachment of campaign materials to the plaster walls shall be grounds for elimination of the candidate. Posters may not be put up in classrooms unless the teacher gives his/her permission to do so. Posters may not be placed on the outside walls, nor in restrooms.

   b.) BADGES: Candidates and sponsors may distribute campaign materials in the form of badges, if the badges are homemade, and are not equipped with straight pins. The Commission suggests the use of tape or safety pins.

   c.) REMOVAL OF CAMPAIGN MATERIALS: All campaign posters and badges shall be removed and placed in the garbage receptacles by 4:00 p.m. on election day.

6. ELECTION: The election is held several days after Nomination Assembly. Student body members are elegible to vote. The election is conducted by the Election Commission, appointed by the principal. The commission will canvas the votes and the principal will announce the results on the school day following election day.

7. INSTALLATION: Officers will be installed at the student body assembly.

8. In event no candidate receives a clear majority of the votes, a run-off election will be conducted for that office.

MEETING REPORTING FORMS

Student Council Meetings

Representatives Class Notes

Treasurers Report

Committee Report

STUDENT COUNCIL MEETING:
DATE:
TIME:
PLACE

SEQUOIA JUNIOR HIGH SCHOOL

I. CALL TO ORDER:

II. ROLL CALL:

III. MINUTES OF LAST MEETING:
APPROVED:
SECONDED

IV. TREASURER'S REPORT:
DISCUSSION:
QUESTIONS:

V. COMMITTEE REPORTS:

VI. OLD BUSINESS:
1.
2.
3.
4.
5.
6.

VIII. NEW BUSINESS:
1.
2.
3.
4.
5.

IX: ANNOUNCEMENTS:

X. MOTION TO ADJOURN

Date: _____

REPRESENTATIVE CLASS NOTES

Representatives, it will be your job to report to your homeroom on the business acted upon during our class meetings. Be sure that you take adequate notes on the meeting so that you can report accurately.

I. Announcements:

II. Treasurer's Report

III. Old Business

IV. New Business

V. Committee Reports

VI. Ideas from your homeroom. (To be brought before the council)

TREASURER'S REPORT

STUDENT BODY GENERAL FUND:_____

YEARBOOK: _____

SERVICE CLUB: _____

MUSIC DEPARTMENT: _____

SPIRIT LEADERS: _____

REVOLVING CRAFT: _____

SEWING FUND: _____

ATHLETIC CLUB: _____

STUDENT COUNCIL: _____

MONEY SPENT ON LAST DANCE:

DECORATIONS: _____

CANDY:_____

RECORDS :_____

POP :_____

ICE:_____

MONEY TAKEN IN AT DANCE: _____

DOOR:_____

SNACK BAR: _____

PROFIT: _____

COMMITTEE REPORT

DATE: _____

ACTIVITY:_____

PEOPLE ON COMMITTEE: (LIST CHAIRMAN FIRST)

PLANNING:

MATERIALS USED:
(INCLUDE COSTS)

HOW DID YOUR ACTIVITY TURN OUT?

SUGGESTIONS:

Student Council Dances

Planning and Implementation

Sample Forms

DATE: _____

THEME:

EXPENSES

Decorations : _____

Records: _____

Other: _____

Total Expenses: _____

DOOR TAKE: _____

Less Expenses: _____

Profit: _____

SNACK BAR

EXPENSES

Candy: _____

Cold Drinks: _____

Other: _____

Total expense: _____

SNACK BAR TAKE: _____

Less expenses: _____

Profit: _____

DANCE DOOR COMMITTEE

THEME: _____

DATE: _____

DUTIES:

1. Before dance make sure you have change box, change,& stamp
2. Take admission
3. Stamp hands
4. Check Student body cards
5. Assist the teacher in charge

STUDENTS ON COMMITTEE:

WHAT WORKED WELL?

PROBLEMS:

SUGGESTIONS:

DANCE MUSIC COMMITTEE

CO-CHAIRMEN:

DATE:

RECORDS PURCHASED:

MUSIC PROVIDED BY:

COMMENTS & SUGGESTIONS:

SNACK BAR ** DANCE

CO-CHAIRMEN:

DATE:

WORK SCHEDULE

7:00 - 7:30			
7:30 - 8:00			
8:00 - 8:30			
8:30 - 9:00			
9:00 - 9:30			
9:30 - 10:00			

WHAT SOLD: HOW MUCH

SUPPLIES PURCHASED:

WHAT	WHERE	HOW MUCH

COMMENTS & SUGGESTIONS

SPECIAL EVENTS *** DANCE

CO-CHAIRMEN:

DATE:

ACTIVITY:
Tell what it is, how it works, & what you will need to carry it through.

WHO IS IN CHARGE OF EACH ACTIVITY?
WHEN WILL THE ACTIVITY TAKE PLACE?

COMMENTS & SUGGESTIONS

DANCE CHECKLIST

I. BEFORE:

_____ 1. Order candy and drinks well in advance.

_____ 2. Obtain at least $40.00 in coins from the bank.

_____ 3. Arrange for transfer of tables and apparatus to Main Hall.

_____ 4. Establish duty rosters for floor control, restrooms, door, refreshments, and clean-up.

_____ 5. Arrange for music well in advance.

_____ 6. Arrange for faculty and parent chaperones.

_____ 7. Check with the Head Cook (Angelia Wooden) concerning her rules for kitchen use.

II. DURING:

_____ 1. Unlock the serving area roll door,(lock the padlocks onto something.).

_____ 2. Set up two cash boxes for door and refreshments.

_____ 3. Arrange for someone to be on-site 30 minutes early to admit the "sound service" people.

_____ 4. Unlock chains on all doors.

_____ 5. Remove bills from cash boxes frequently and give to principal or assistant principal to put in safe.

_____ 6. Be sure the restrooms are being supervised.

_____ 7. Close inner south exit doors and keep students off the stage area.

_____ 8. Assign a chaperone to be near the west doors.

____ 1. Supervise gym clean-up, custodians will assist.

____ 2. Lock the serving area door.

____ 3. Mop the kitchen and wipe off all table surfaces.

____ 4. Rinse out the towels.

____ 5. Ask custodians to move soft drink cases to their room.

____ 6. Dump ice outside.

____ 7. Replace everything as you found it.

____ 8. Check and make sure all burners are off.

____ 9. Chain all gym doors.

____ 10. Close all windows and be sure kitchen window is locked.

____ 11. All boxes, debris, and garbage put in garbage bin.

____ 12. Lock kitchen on your way out (or custodians can).

Reward Friday

Student Council Inspection Teams

A School Improvement
Project

REWARD FRIDAY

During the last 5 minutes of each 6th period, 4 student council members (2 girls & 2 boys) will tour the building and the campus. Inspection teams will be rotated each week. Using the attached inspection forms they would follow the following rating system: (1) each area is rated on a scale of 1 to 4, with 4 being excellent and 1 being poor; (2) inspections start on Wednesday of one week and end on Thesday of the following week; (3) the results of the previous day's inspections are read each day during the morning announcements to the whole school; (4) after Tuesday's inspection, the inspection forms are averaged and the 4 head inspectors meet with the principal to go over the forms; (5) the principal, or his designee, will have one additional form that they will fill out each day for the cafeteria; (6) totals for each day will be averaged, if the weekly average falls at 3.3 or above, then the Student Council recommends a "Reward Friday" that week; (7) if the weekly average falls below 3.3 but above 3.0, then the decision to declare a reward day is left up to the principal; (8) if the weekly average falls below 3.0 the Student Council does not recommend a "Reward Friday"

The administration, of course, has the final say. Due to extenuating circumstances the administration can also veto the Council's recommendation. If a "reward Friday" is granted two minutes will be subtracted from each period. Records will be played during the noon hour. If the weather is bad the day will be postponed wuntil the situation permits.

The council would like to also propose that at a later date

the faculty would consider recommending an additional dance if the students win 4 consecutive "reward Fridays"

There is one other factor that must be included; that is the condition of the halls after 7th period. If the halls are a mess at that time the inspection team will change their inspection forms accordingly to reflect that situation.

Inspection Form for Reward Friday

INSPECTORS: _____ _____

_____ _____

DATE OF INSPECTION: _____ TIME OF INSPECTION: _____

	(4) Exc.	(3) Good	(2) Fair	(1) Poor	Comments
A. HALLS:					
1. First Wing					
2. Second Wing					
3. Third Wing					
4. Fourth Wing					
B. RESTROOMS:					
1. Girls - 2nd Wing					
2. ____ 1st Wing					
3. ____ Locker Room					
1. Boys - 2nd Wing					
2. ____ 1st Wing					
3. ____ Locker Room					
GROUNDS:					
1. Front					
2. Basketball Courts					
3. Back					
TOTALS					

TOTAL SCORE _____

Inspector's -

Score for Cafeteria _____

TOTAL DAILY AVERAGE _____